Invites applications for the following position(s):

**COMPETITION NUMBER: 433**

**Administrative and Professional Staff (APSA)**

**Temporary Position**

**ASSOCIATE STUDENT RECRUITER, GRADE 5**

**STUDENT RECRUITMENT AND TRANSITION**

**POSITION NUMBER: 111299**

**POSITION OUTLINE:**
As a member of the recruitment team, Associate Student Recruiters work under the mentorship of international and domestic Student Recruiters to acquire a broad knowledge of Simon Fraser University’s academic programs, admission, and registration process, student services, resources and facilities, scholarship, financial aid, and career opportunities, etc.; represent the University by conducting presentations to groups of prospective students, counselors, teachers and parents; design advertisements; evaluate a wide range of admission categories and determine the admissibility of prospective undergraduate applicants; conduct research for the development of recruitment strategies; and organize and participate in recruitment events.

**QUALIFICATIONS:**

- Successful applicants will have completed three years of a Bachelor’s degree program and possess one year of related experience, or an equivalent combination of education, training, and experience.
- Excellent interpersonal, communication (both oral and written), presentation, public speaking, and analytical reasoning skills.
- Functional fluency in a language other than English.
- Skilled in the use of standard software applications and student information systems.
- Access to a motor vehicle and valid driver’s license for business travel.

**SALARY RANGE:**

$47,481 to $56,701 **per annum**

**START DATE:**

ASAP

**POSITION END DATE:**

March 31, 2018

A detailed resume and cover letter quoting **Competition #433** must be received in our office by **4:30 pm on July 24, 2017**, addressed to the attention of Deborah Walker, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

*The University is committed to the principle of equity in employment*

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)